

Loxley Elementary School

Parent / Student Information

2019-2020

4999 South Magnolia Street, Loxley, AL 36551
251-964-5334 www.loxleyelementary.com

Message to Parents

Dear Parents,

Welcome to Loxley Elementary School for the 2019-2020 school year! The administration, faculty, and staff are excited about the many opportunities planned for our students this year. As a *Leader in Me* school, we will incorporate the 7 habits into our daily routine. As an *Alabama Reading Initiative* (ARI) School we will continue to emphasize reading as the most important thing we can learn and do in life.

This handbook is designed to provide you with information concerning the operational and educational policies of Loxley Elementary. Parents please familiarize yourselves with the contents and discuss the information with your child. It is our hope that this information will help your child to become a happy, well-adjusted student at Loxley Elementary School and answer many of the questions you may have.

I encourage you to get involved with your child's education here at Loxley Elementary. You can get involved in many ways:

- *Make sure your child completes his/her homework each night.*
- *Make sure your child is prepared for school each morning.*
- *Check, sign, and discuss your child's "Information Folder" each night.*
- *Volunteer when you can in your child's classroom or workroom.*

What a privilege it is for me to be a part of this learning community! I trust that each of you has a wonderful school year.

Misty Wilkinson



Baldwin County Mission Statement

In partnership with the community, the Baldwin County Public Schools' mission is to provide a quality education that fosters learning.

Vision

Lead – Empower - Succeed

Loxley Elementary School Mission

As individuals at Loxley Elementary School, we choose to be our best so that together, we can do incredible things. We recognize and honor our differences as strengths. We celebrate our ability to make every day as great as we are.

Loxley Elementary School Goals

1. Improve reading /language arts, and math skills for all students
2. Decrease student behavioral issues
3. Increase home to school communication
4. Improve student attendance rates

Visitors to Loxley Elementary

Upon arrival to Loxley Elementary School:

- All visitors must report to the front office of the school.
- Visitors are asked to ring the office using the buzzer system beside the front door. Identification must be presented at this time.
- The receptionist or designee will scan visitors' identification before entrance will be allowed to ensure entrance into the building is allowable.
- Before proceeding to any classroom, visitors will be required to sign the computer visitor's log and receive a nametag that must be worn throughout the time a visitor is on campus.
- Any visitor who is not a student's parent, guardian, and/or has not be designated to have access to Loxley students will be required to obtain entrance permission from the SRO or the principal.

Thank you for your understanding of these procedures. It is our goal to provide a warm, welcoming environment while also assuring the safest possible conditions for students, faculty, and staff. We appreciate your understanding of the precautionary measures. In addition, our students are asked to inform their teachers and/or school personnel of anyone on campus without appropriate identification.

ARRIVAL, DISMISSAL, AND BUS PROCEDURES

- Upon arriving in the morning, students report directly to designated areas and remain there until dismissed by the teacher. Running, playing, or talking loudly are not permitted.
- Students should not arrive on campus before 7:15 a.m., as supervision is not available before that hour. For the safety of our students, they should be dropped off **only** in the designated unloading zone; teachers are on duty to ensure that your child arrives safely to class. Kindergarten parents only may walk children to their classes the first day of school. School personnel will be available throughout the school to assist children to ensure they arrive at the appropriate destinations.
- When school is dismissed, bus riders are to report to their appropriate buses. Walkers leave campus promptly, taking a safe route. After-school Care students meet in the cafeteria. Car riders are to report to car line and wait quietly, following safe loading procedures. All car riders will be loaded from the car line; no student may cross the car line to load a parked car. No eating is permitted at this time.
- Because seating is limited, students may not ride a different bus to go home with a friend; parents must make other arrangements before coming to school. On rare occasions, an emergency may warrant a bus change. In this case, a note must be sent to the administrator at the beginning of the school day explaining the emergency and including a phone number where the parent can be reached during the day. This note, signed by the administrator, must be given to the bus driver. This same procedure holds for students getting off at a different stop than normal.
- Remember that the buses are like classrooms and the drivers are the teachers. Proper conduct on Baldwin County Public School buses is required and behavior must not endanger the safety and welfare of others. A student who misbehaves or is uncooperative while riding the bus may be suspended from the bus. Riding the bus is a privilege, not a right, and may be revoked if students do not behave appropriately.
- All transportation changes must be in writing. Changes in transportation cannot be approved after 2:00 p.m.

ATTENDANCE

- In the event that a student is absent, a note must be brought from home with a valid explanation of the absence. (Please refer to the Baldwin County School System Truancy Policy for a more detailed explanation of the absentee policies.) **No absences** will be excused without adequate written explanations.
- An absence may be excused for illness, legal quarantine, death in the immediate family, inclement weather that is dangerous to life or health, or emergency conditions determined by the principal or superintendent. In the event that your child misses school due to a doctor's appointment, please obtain a doctor's excuse to be submitted to the classroom teacher.
- A written excuse must be sent within three days after an absence.
- If you know in advance that your child will be absent for a reason other than those stated above, work with the teacher on assignment that will be missed. **In order for these absences to be coded as Excused, PRIOR approval must be given in writing by the principal, and only three (3) such absences will be excused in a school year.** Missed work will be given to your child upon his/her return; it cannot be prepared ahead of the absence.
- Makeup work should be turned in no later than three (3) days following the absence.
- Students with unexcused or excessive absences or tardies will be reported to the Central Office and will progress through the stages of the Early Warning Truancy Program. Be familiar with these policies provided to you upon registration. Excessive unexcused absences may result in a student's repeating that grade.
- **School hours** are from 7:40 a.m. – 2:45 p.m. Students are considered tardy at 7:50 a.m. and should be in the classroom at that time. Students are required to come to the office for a late pass if they are tardy.
- Students may be picked up or checked out only by those individuals listed on the registration form at the time of registration. If additions or deletions need to be made to the list, the custodial parent(s) must make those changes in person in the school office. For your child's safety and security, no exceptions will be made to this policy.
- A photo ID is required when checking a student out of school.
- Early dismissals should be requested only in an emergency or illness. Early dismissals disrupt the instructional program for all students. Students checked out before 11:30 a.m. must be marked absent unless they return that day. Students are not allowed to walk home before the end of the school day.

Baldwin County Public Schools Uniform Policy and Compliance Code

TOP	BOTTOM	
White or Navy Collared shirt with sleeves or turtleneck. School color polo as approved by principal. Small unobtrusive logo is permitted.	BOYS <u>Khaki or Navy Blue</u> Pants or Shorts (Corduroy fabric and "blue" denim permitted)	GIRLS <u>Khaki or Navy Blue</u> Pants, Skirts, Capri's, Shorts, Skorts, Jumpers, or Dresses (Corduroy fabric and "blue" denim permitted) Jeggins are permitted under short or skirts but not alone as bottom attire
UNDERGARMENTS	FOOTWEAR	
Undergarment, excluding the neckline of an undershirt, must not be visible at any time. Pajamas are prohibited.	Footwear must be worn at all times and be closed toe in nature. As necessary, footwear must conform to special class requirements (Physical Ed, tech center, agricultural classes, ROTC, science, etc.)	
	SWEATSHIRTS AND SWEATERS	
	Must be solid: <u>Black, Brown, Navy, Tan, Gray, White</u> , or school colors as published by the principal.	
	COATS AND JACKETS	
Wind pants/sweatpants, velour pants, tights, yoga pants, over-sized clothing, overalls, bellbottoms, un-hemmed clothing, clothing with cuts, slits, holes or slashes, sleeveless shirts, overcoats, or trench coats.	Outerwear items must not have lettering, or logo of alcohol, tobacco, and/or controlled substance, nor pictures, symbols, artwork that might be offensive in nature and cause a disruption to the educational process.	
KHAKI is defined by Baldwin County Public Schools to be light tan in color.		
Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The local school principal will be the final authority for determining appropriate dress within the framework of the policy.		
1 st infraction	Warning and parent notified	
2 nd infraction	Referral to the office and parent notified	
3 rd infraction	Detention	
4 th infraction & Subsequent	One day suspension and parent notified	

- Clothing and general appearance may not cause a disturbance or interfere with the instructional program and must not constitute a health hazard.
- Clothing must be of appropriate length to fit. To be acceptable, short pants and skirts must extend beyond either the fingertips when the student extends arms downward along the sides or reach the mid thigh which ever is longer. Pants must completely cover underwear. Low cut pants, sagging pants, etc. are prohibited.
- Excessively baggy or excessively tight fitting clothing is prohibited.
- Shirts must completely cover the midriff area when sitting and standing and expose no cleavage.
- Adornments that could reasonably be perceived as weapons or used to inflict harm (i.e. chains, spikes, etc.) are prohibited.
- Gang related apparel is prohibited at all times at any school function or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the principal.
- Heads must remain un-covered in the building.
- Students who transfer from another school district will be given five (5) days to come into compliance with the dress code.
- Schools may use t-shirts on field trips or spirit day as approved by the principal.

STUDENT CONDUCT

Loxley Elementary School holds a high standard of conduct for students. Each classroom teacher has designed his/her own classroom rules, which includes positive reinforcement as well as consequences for infractions. In the event that a child does not appropriately correct his/her behavior with a teacher's management system:

- The child will be referred to the principal's office.
- In instances where misbehavior is severe, a student will be sent immediately to the principal's office in lieu of consequences within the classroom setting.
- Bullying and verbally/emotionally aggressive behavior will not be tolerated. Children suspected of such behavior will be referred to school administrators.
- Fighting or acts of violence will not be tolerated. In most cases, such behavior will result in suspension. Due to the variety of disciplinary infractions that can occur within an elementary school, each situation will be handled individually. Appropriate consequences will be determined according to the severity of the infraction and developmental age of students.
- Cell phones and other electronic devices are not permitted for elementary school students according to Baldwin County Public School System Policy.
- The principal or designee may recommend intervention from the school counselor or the school Resource Officer as a follow-up to a disciplinary referral.
- Please be aware that teachers, administrators, or other school personnel cannot discuss disciplinary consequences with anyone other than a child's own parents or guardians.
- The principal will make every effort to call parents when students have been referred to the office for disciplinary reasons; however, please understand that this cannot be guaranteed.
- Confidentiality prohibits the school from sharing such information with individuals other than a child's parents, school system personnel, or in extreme cases, law enforcement personnel.
- All Baldwin County Schools are drug free, tobacco free, and weapon free. Violators of these offenses will be suspended.
- Phone use by students is limited to emergency situations as determined by the staff. Emergency situations do not include forgotten items.

GENERAL PROCEDURES

Field Trips Field trips are considered to be an extension of classroom learning. Advance notification will be given with the date of the trip, cost of the trip, and the deadline for payment. Generally, the deadline will be several weeks before the actual trip. A permission slip signed by the parent/guardian is required for all field trips. Once bus arrangements and reservations have been made, refunds cannot be given. The administrators and teachers will also set a behavior standard for attendance. Students who receive repeated disciplinary action may be barred from participating in that activity. Field trips may be forfeited in these cases. Siblings may not accompany chaperones on field trips. No child may participate in a field trip that is not a Loxley Elementary student. This includes babies, younger siblings, or children from other schools.

Illness Students who become ill at school will be sent to the office. Early dismissal will be given, providing the parents or legal/guardian can be contacted and can arrange for the student to be picked up at school. If a student has a temperature, the parent must take the student home. Students must be fever-free before returning to school. We are not allowed to give non-prescription medication to students. Health records are maintained on each child; if your child has a medical problem please be certain we know about it, especially in cases of epilepsy, diabetes, heart condition, asthma, or other serious condition. Keep a child home from school and seek medical advice or care if there is:

- Temperature elevated to 100.4 or greater
- Vomiting two or more times in the previous 24 hours
- Diarrhea or stools that are frequent, loose or watery, compared to child's normal pattern
- Blister-like lesions, especially if they develop into pustules. May "weep" and crust.
- Skin rash that is new and accompanied by a fever
- Pink/reddish color to white part of the eye and thick discharge may be yellow or greenish in color
- Ringworm-A common skin infections, usually resulting in red, itching, scaly circular rash
- Any open wound, draining or pustule lesion on the skin
- Symptoms that prevent the student from active participation in usual school activities or student is requiring more care than school can safely provide

If your child is sent to the nurse, his or her complaints and symptoms will be evaluated. The nurse will take into consideration his or her ability to learn, classroom disruption and/or concern for the spread of illness. You may be called to pick-up your child even if symptoms differ from those described above.

Medications If it is necessary for your child to take prescription medication during the school day, the parent must bring the medication to the office and complete necessary documentation. The signature of the prescribing physician is required on this paperwork.

The medication must be in the container appropriately labeled by the pharmacy. Non-prescription drugs will require written permission, the time for medication, dosage, and be in a new, unopened bottle. Every effort should be given to avoid sending medication to school. All morning dosages should be given at home before the student reports to school.

Lost and Found The school maintains a lost and found. Please check this whenever your child is missing an item. Unclaimed items are donated to charity after an extended period of time.

Library Media Center Students are encouraged to read, do research, and use other materials available in the media center. Students usually check out no more than two books at a time; exceptions can be made. Books are due back to the media center two weeks from the time they are checked out. If a student loses a book, s/he must pay the replacement cost of the book.

Lunchroom Our school lunchroom operates under the National School Lunch Program and serves well-balanced, delicious meals at a reasonable price.

Lunch Prices: K-6 \$2.75 Reduced \$.40 Extra Milk \$.35 Parent \$4.00

Breakfast Prices: K-6 \$1.75 Reduced \$.30 Extra Milk \$.35 Parent \$2.25

Free and reduced price lunches are available for those who qualify. One form per family per year is required. Applications for free or reduced price meals are available online and are distributed at registration. They should be returned the day after you receive them. Follow the instructions carefully; if the information is not complete, the application cannot be processed. If you need assistance completing the form, please contact the office. Menus will be distributed monthly.

Breakfast will not be served after 7:45 unless a school bus has been delayed.

Lunch Payments Students may pay for lunch on a daily, weekly, or monthly basis. Please send money to school in an envelope marked with your child's name, teacher's name, amount enclosed, lunch code, and "Lunch Money." When the account is close to being exhausted, a reminder note will be sent home with the student. Checks should be written only to the cafeteria account; these checks may not include additional money for snacks, book fairs, field trips, etc. Every check must include the child's account PIN number written on it. **We are unable to charge lunches**, so be sure you have enough money either on account or to present to the cashier each day. Student lunch accounts may also be accessed online using www.MySchoolBucks.com. This is an easy way to deposit money into the account, access balance information, and receive email notifications about low balances.

Parties Two parties per year will be held in classrooms – a Christmas party and an End of the Year party. **Non-school aged children should not attend school parties** as the parties are intended to be a special time for the classroom children. While we understand

that it can be difficult to make baby sitting arrangements for pre-school aged children, Loxley Elementary School strives to make the students in the classroom the main priority. Pre-school children often cause distractions during school parties, therefore minimizing the enjoyment for our students. We appreciate your understanding and cooperation with this request.

Parent Conferences Parent-teacher conferences are important in improving learning. Appointments for conferences are made to coincide with the teacher's planning period or before or after school. Parents may call the school secretary at 964-5334 for assistance in scheduling a conference, or parents may email the teacher directly for scheduling and communication. The administration and teachers urge parents to arrange a conference early in the year.

Promotion and Retention The decision to promote a student is a professional one based on the student's performance during the school year. This professional responsibility belongs to the teacher and principal, however parental input is desired and will be considered.

Report Cards Baldwin County Public Schools operates on a nine-week reporting period. Parents are encouraged to carefully study the report card and to schedule conferences with teachers to discuss the student's progress.

Grading Code:

A = 90-100% (Excellent)
(Satisfactory)

B = 80-89% (Good)

C = 70-79%

D = 60-69% (Needs to Improve) F = Below

60% (Failing) I = Incomplete

Returned Check Policy The Baldwin County Public Schools has an agreement with *Envision* for the collection of all returned checks issued to all locations. The following information is required on all checks: Full name, street address (no PO Box), and home and work phone numbers. If your check is returned, our bank will automatically forward it to *Envision*. The school office has no control over your check once it has been deposited into its account. *Envision* will contact you in order to collect the face amount of the worthless check plus a collection fee. The amount of the collection fee is currently \$30.00. This fee is subject to change as allowed by law. If you do not properly respond to *Envision*, or if *Envision* is unable to contact you, *Envision* will re-present your check to the bank electronically. Fees could also be deducted from the same account.

School Safety School officials work diligently to provide a safe school environment within which students may learn. Students will be instructed on proper procedures for evacuations and other necessary steps to ensure safety. Fire, tornado, and lockdown drills are conducted at regular intervals.

Fire Evacuation Drill In case of a fire emergency, the signal to evacuate the building will sound. There is an evacuation plan posted in each classroom, and each teacher will instruct students regarding specific procedures. All traffic is stopped on School Road during this drill.

Lockdown Students and adults are secured and hidden from outside dangers. Plans are included in the emergency manual.

Tornado Drill In case of tornado emergency, the emergency alarm signal will sound. Students will proceed immediately to the area designated on the posted evacuation plan in the classrooms. Students will kneel down with their heads against the wall. Jackets may be used to cover heads, arms, and legs. Students will remain quiet until notified that the emergency has passed.

Telephone Messages and Deliveries Messages will be delivered to students only in case of emergencies. Plans for after school transportation should be made before coming to school in the morning. Delivery of flowers, balloons, etc., to students during school hours is disruptive and will not be permitted.

Parents Right to Know In accordance with Title I of the Every Student Succeeds Act (ESSA), parents through the Right-To-Know provision, may request information regarding the professional qualifications of their child's teacher(s) or the qualifications of paraprofessionals providing services to their child. Additionally, parents may request information about their child's level of achievement on any state academic assessments.

Parent Notification that Loxley Elementary School is a Title I School-wide Program

Title I is a federal program designed to help students in our nation's schools. In accordance with the *Every Student Succeeds Act of 2015* and Title I, the goal is to help all children be successful at school. Schools in communities that meet requirements use Title I funds to benefit the entire school. This type of program is known as a school-wide program. Title I schoolwide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program. Some of the benefits we may offer students is a weekly after-school math and/or reading tutorial program tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and along with other educational resources.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

Family Educational Rights and Privacy Act The Baldwin County Board of Education adheres to the provisions of the Family Educational Rights and Privacy Act of 1974 regarding students' records. A copy of the policy is available in the school office.

Car Line Rules and Traffic Flow

- Parent/Guardian must sign-up in the office for a car pick-up number before being permitted to pick-up a student in carline. Drivers without a current LES car tag will be required to show ID in the office. The student(s) will be walked to the office

following carline time. Lost car tags require a new number to be issued and a \$5 fee.

- No smoking in car line. Our campus is a smoke free, drug free campus.
- Do not block carline traffic. If you have an issue that will cause a delay, please pull forward and park out of the way of carline
- Cars are in two lines and proceed around the circle (follow the arrows)
- Drivers must not exit their cars for any reason
- Watch adults on duty for stop, load, & go directions
- Students waiting for cars must remain quiet and obey instructions from staff
- Students not picked up by 3:15pm will wait in the office.